



## Job Announcement

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<b>Opening Date:</b>	January 6, 2011	<b>Closing Date:</b>	January 20, 2011
<b>Job Title:</b>	Appeals Clerk I	<b>Position Type:</b>	Contractual Full Time
<b>PIN:</b>	932002	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Court of Special Appeals Annapolis, Maryland	<b>Entry Salary:</b>	\$14.45 - \$17.14 per hour (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Essential Functions:** Performs clerical work within the Clerk's office of the Court of Special Appeals, to include, but not limited to: typing, filing, photocopying, answering telephones, processing mail, computer data entry and retrieval. Open new case files in court's automated system. Review and process records. Assist the public, attorneys, judges and other clerk's offices by providing information about the status of cases or about the Clerk's Office procedures both in person and via telephone. Collect payment for copies and filing fees. Performs all duties as assigned.

**Education:** High School Diploma or GED

**Experience:** Minimum of two years of clerical or secretarial work involving the use of personal computer, word processing and data entry.

**Preferred:** Previous court or paralegal experience.

**Skills/Abilities:** Ability to plan and organize work, define problems, collect data, determine facts and draw conclusions. Ability to exercise initiative and sound judgement in making decisions conforming with laws, rules, regulations and policies. Knowledge of legal terminology. Ability to work independently and collaboratively with staff. Ability to communicate information effectively and accurately, both orally and verbally, to judges, attorneys, co-workers and the public in a patient and tactful manner. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to lift up to 30 pounds. Ability to sit, climb ladders, stand and/or bend for extended periods of time. Ability to perform all essential functions of the position.

**Please submit a Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN. You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.